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MASTER AGREEMENT

BETWEEN

THE

GOVERNMENT OF THE PROVINCE OF ALBERTA

AND

THE

PROFESSOR ASSOCIATION OF ALBERTA

CA2 ALPE A26
1975

MAY 13th, 1975

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WHEREAS, Her Majesty in the Right of the Province of Alberta has granted the Civil Service Association of Alberta the sole right to negotiate on behalf of Her Majesty's Employees pursuant to Section 26 of the Public Service Act;

AND WHEREAS, the Parties are mutually desirous of entering into an Agreement with the intent and purpose to promote a harmonious relationship between the said Employees and the Government of the Province of Alberta, and to set forth in this Agreement rates of pay, hours of work and conditions of employment to be observed between the Parties;

NOW THEREFORE, the Parties hereto mutually agree as follows:

ARTICLE 1

Definitions

1.01 In this Agreement, unless the context otherwise requires:

- (a) A word used in the masculine gender applies also in the feminine;
- (b) A word used in the singular applies also in the plural;
- (c) "Act" means the Public Service Act as from time to time amended;
- (d) "Union" means the Civil Service Association of Alberta;
- (e) "Commissioner" means the Public Service Commissioner;
- (f) "Department" in addition to its ordinary meaning includes any establishment or organizational unit designated as a department by the Lieutenant Governor in Council;
- (g) "Deputy Head" means the chief officer of a department;
- (h) "Designated Officer" means an Employee who is authorized on behalf of the Employer to deal with grievances;
- (i) "Dismiss" means to dismiss a person from employment under Section 25 of the Public Service Act;
- (j) "Employee" means a person employed in the Public Service, and includes:
 - (i) "Permanent Employees" are Employees who occupy permanently established positions and who have successfully completed a probationary period.
 - (ii) "Probationary Employee" means an Employee, who during his initial period of employment occupies an established position during a probationary period.
 - (iii) "Full Time Employees" are permanent Employees who normally work the full number of hours in a year.
 - (iv) "Part Time Employees" are permanent Employees who work less than the full number of hours in a day or week, or less than the full number of days in a week or month, but who work not less than:
 - (a) three (3) hours on each work day, or,
 - (b) seven (7) hours per day on two (2) or more days in each calendar week, or,
 - (c) ten (10) full days in each month.

- (v) "Seasonal Employees" are Employees who are employed for a specified season.
- (vi) "Sessional Employees" are Employees who are employed for a specified session.
- (vii) "Project Employees" are Employees who are employed for a specified project.
- (viii) "Replacement Employees" are Employees who are employed to provide relief for overload duties.
- (ix) "Casual Employees" are Employees not defined in any of the above definitions and who fall within the jurisdiction of the Agreement in accordance with Article 2.
- (x) "Apprentice" means an Employee defined within "The Apprenticeship Act" who is serving a special training period in preparation for admission to full status as a skilled tradesman.
- (k) "Grade" means the periods, assigned to a class within the pay grid;
- (l) "Union Steward" means a person who is selected by the Employees of the bargaining unit to act on behalf of those Employees;
- (m) "Long Service Increment" means the step on the applicable Pay Schedule which is next higher than the maximum period or submaximum salary rate;
- (n) "Maximum Salary" means the highest period of the highest grade assigned to a class;
- (o) "Minimum Salary" means the lowest period of the lowest grade assigned to a class;
- (p) "Month" means a calendar month;
- (q) "Multiple Grade" means a combination of two or more successive grades assigned to a class;
- (r) "Period" means a single salary rate within the pay grade;
- (s) "Permanent Position" means a position, the duties of which are of a continuing nature of indefinite extent;
- (t) "Public Service Grievance Board" means a board established to recommend settlement of a dispute arising from the interpretation, application or any alleged violation of this Agreement or disciplinary action resulting in dismissal, suspension, demotion, or a financial penalty;
- (u) "Temporary Position" means a position, the duties of which are known to be of limited duration;
- (v) "Vacation Leave" means annual vacation leave with pay granted to an Employee;
- (w) "Work Day" means any day on which an Employee is expected to be at his place of employment.

ARTICLE 2

Jurisdiction

- 2.01 Subject to Clause 2.02, the provisions of this Agreement apply as specified in Article 4 to all Employees of the Employer except those excluded under the Public Service Act or by the mutual agreement of the Parties.

- 2.02 This Agreement does not apply to full-time students other than those hired as seasonal Employees; persons employed under special or cost shared programs such as the Priority Employment Program, the Summer Temporary Employment Program and Federal-Provincial Programs; and persons other than permanent Employees employed in temporary emergency situations such as fire suppression or emergency measures.

ARTICLE 3

Master/Divisional Agreements

- 3.01 The Parties agree that the terms and conditions contained in this Master Agreement are predominant:
- (a) Notwithstanding the generality of the foregoing it is recognized:
- (i) the terms or conditions of this Agreement may have to be modified by mutual agreement of the Parties to meet peculiarities of particular occupational categories included in Divisions, and,
 - (ii) such modified terms or conditions shall not be deemed contrary to any Article contained in this Master Agreement but shall be deemed to have force and effect as exceptions.

ARTICLE 4

Application

- 4.01 Full Time Employees shall be granted all the terms and conditions of this Agreement.
- 4.02 Part Time Employees shall be granted, on a pro-rata basis where applicable, all the terms and conditions of this Agreement.
- 4.03 Sessional Employees, Project Employees, and Replacement Employees shall, if it is known when they are employed that this term of employment will exceed six (6) months, receive, from date of hire, all the terms and conditions of the applicable Articles of this Agreement.
- 4.04 All Employees with a known or anticipated term of employment of less than six (6) months, and all Seasonals in their first full or partial season of service shall be entitled to the terms and conditions of this Agreement. Notwithstanding, the generality of this Clause, the following shall govern during the initial six (6) months of service:
- (a) in lieu of payment required under Article 36, the Employee shall be paid 4.8% of his regular salary in addition to his regular monthly salary;
 - (b) in lieu of annual vacation entitlement under Article 37, the Employee shall be paid 6% of his gross regular earnings upon termination of employment;
 - (c) the terms and conditions of the following Articles shall not apply:
 - (i) Article 15 - Position Abolishment,
 - (ii) Article 27 - Probationary Appointment,
 - (iii) Article 31 - Casual Sick Leave,

- (iv) Article 32 - General Sick Leave,
 - (v) Article 38 - Special Leave,
 - (vi) Article 39 - Military Leave,
 - (vii) Article 40 - Maternity Leave,
 - (viii) Article 23 - Workers' Compensation Supplement,
 - (ix) Article 29 - Grievance Procedure,
 - (x) Article 34 - Health Benefits,
 - (xi) Article 35 - Insurance - except that Clause 35.02 shall apply.
- (NOTE: Long Term Disability Insurance will not apply.)

4.05 If the term of service of Sessional Employees, Project Employees and Replacement Employees exceeds six (6) months, these Employees shall receive all the applicable terms and conditions of this Agreement from the date the overrun commences.

4.06 Except as provided for herein, Seasonal Employees in their second or subsequent full consecutive season(s), shall be entitled to all the terms and conditions of this Agreement. Notwithstanding the generality of this Clause, the following shall govern:

- (a) in lieu of payment required under Article 36, the Employee shall be paid 4.8% of his regular salary in addition to his regular monthly salary;
 - (b) in lieu of annual vacation entitlement under Article 37, the Employee shall be paid 6% of his gross regular earnings on completion of employment;
 - (c) in lieu of the Casual and General Illness provisions of Articles 31 and 32 the Employee shall receive six (6) days fully paid sick leave credits to be used as needed by the Employee for Casual or General Illness. On return to work the Employee may be required to provide proof of illness as provided for in Article 33;
 - (d) the terms and conditions of the following Articles shall not apply:
 - (i) Article 15 - Position Abolishment,
 - (ii) Article 27 - Probationary Appointment,
 - (iii) Article 39 - Military Leave,
 - (iv) Article 40 - Maternity Leave,
 - (v) Article 34 - Health Benefits,
 - (vi) Article 35 - Insurance - Except that Clause 35.02 shall apply.
- (NOTE: Long Term Disability Insurance will not apply.)

4.07 Apprentices shall be granted all the terms and conditions of this agreement. Notwithstanding the foregoing:

- (a) Article 15 - Position Abolishment does not apply,
- (b) Apprentices shall not have access to Article 29 - Grievance Procedure for termination of employment as a result of either:

- (i) failure to comply with the terms and conditions of the Apprenticeship Act and/or regulations, or,
 - (ii) the unavailability of tradesmen positions upon completion of the Apprenticeship program.
 - (c) An Employee who is in an apprenticeable position prior to the date of implementation of the Apprenticeship Program, and who enters the program prior to, or within 30 days of that date, shall be employed in an appropriate tradesman position upon obtaining his trades qualifications.
- 4.08 Notwithstanding all of the foregoing Clauses the determination of the applicability of the Articles of this Agreement to Ferryboat Operators and Forestry Lookouts will be dealt with in Divisional Bargaining.

ARTICLE 5

Management Recognition

- 5.01 The Union recognizes that all functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

ARTICLE 6

Union Recognition

- 6.01 The Employer recognizes the Union as the exclusive bargaining agent for all Employees covered by this Agreement. The Employer shall not recognize any Employee, group of Employees or Union Branch as representing the Union, nor shall the Employer enter into any separate Agreement(s) with an Employee, group of Employees or Union Branch which compromises the terms or conditions of employment contained in this agreement without the prior written approval of the Union.
- 6.02 The Parties agree that there shall be no discrimination or coercion exercised or practiced with respect to any Employee for reason of membership or legitimate activity in the Union.
- 6.03 The Employer will provide specific bulletin board space for use of the Union at locations on the Employer's premises which are accessible to Employees. Sites of the bulletin boards are to be determined by the Employer and the Union. Bulletin Board space shall be used for the posting of Union information directed to its members and copies of such information shall be cleared by the Employer prior to posting.
- 6.04 An Employee shall have the right to wear or display the recognized insignia of the Union, however, no such insignia larger than a lapel pin shall be worn on issue clothing or uniforms, nor shall an insignia be displayed on Employer's equipment or facilities.

ARTICLE 7

Legislation and the Collective Agreement

- 7.01 In the event that any law passed by the Government of Alberta renders null and

void, or alters any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement and the Parties hereto shall negotiate, in accordance with the bargaining procedures of the Public Service Act, a satisfactory provision to be substituted for the provision rendered null and void, or altered.

- 7.02 Where a dispute or grievance arises out of the provisions contained in an Article of the Collective Agreement, and the subject matter is also covered in Employer regulations, guidelines or directives issued pursuant to the Public Service Act, the Collective Agreement shall supersede the regulation, guideline or directive.

ARTICLE 8

Union Membership and Dues Check Off

- 8.01 All Employees covered by this Agreement shall become members of the Union as a condition of employment. An Employee who has a religious objection to becoming a member of the Union shall be permitted to opt out of membership by providing the Union with a signed statutory declaration outlining the objection within sixty (60) consecutive calendar days from the date of commencement of employment, but such Employee shall continue to pay Union dues.
- 8.02 Notwithstanding the generality of the above, all Employees covered by this Agreement shall be required to pay Union dues. The Employer shall, therefore, as a condition of employment, deduct each month the amount of the Union dues as set by the Union from time to time from the pay of all Employees covered by this Agreement. Union dues shall be pro-rated for Employees regularly working less than full time.
- 8.03 The Employer shall remit Union Dues deducted from the pay of all Employees to the Union by the first working day after the fifteenth calendar day in the following month. Where an accounting adjustment is necessary to correct an over or under payment of dues, it shall be effected in the succeeding month. The deductions remitted shall be accompanied by particulars identifying each Employee in a printed form and on a magnetic file (tape or disk) showing the Employee number, appropriation number, starting date, division, classification, name and address.
- 8.04 The Union agrees that for purposes of this Article all Employees are members of the Union except those who have voluntarily opted out in accordance with Clause 8.01.
- 8.05 The Union shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.

ARTICLE 9

Appointment of Union Stewards

- 9.01 The Employer acknowledges the right of the Union to appoint Employees as Union Stewards.
- 9.02 The Union, in consultation with the Employer, shall determine the number of

Union Stewards, having regard to the plan of organization, and the distribution of Employees at the work place.

- 9.03 The Employer recognizes the Union Steward as an official representative of the Union.

ARTICLE 10

Employer - Union Relations

- 10.01 The Employer will grant Union Staff Officers access to its premises when negotiating or participating in committees with representatives of the Employer, or when investigating a grievance provided that, in the latter instance, prior approval for appointment with the grieving Employee has been obtained through the Department or Institution Personnel Officer. Such approval shall not be unreasonably denied.
- 10.02 The Employer will provide the Union with a list of Personnel Officers with whom it may arrange Employee appointments for the purposes of investigating grievances. The Union agrees to provide the Employer with a list of Union Staff Officers.
- 10.03 The Employer agrees that access to an Employee's personal Official Departmental Confidential File shall be provided to the Employee, upon request, once in each year and in the event of grievance, he may request a representative of the Union to be present at the time of such examination.

ARTICLE 11

Time Off For Union Business

- 11.01 Subject to Clause 11.04, time off, without loss of regular earnings, will be provided for Union Officers and Members to conduct Official Union Business on the following basis:
- (a) Members of the Statutory Negotiating Committee, not to exceed three (3) in number, for time spent meeting with representatives of the Employer during the formal negotiation of a Collective Agreement and for Union preparatory meetings during these negotiations,
 - (b) A Union Steward and complainant for time spent investigating a complaint; and a Union Steward and a grievor for time spent in discussing written grievances as outlined in the grievance procedure,
 - (c) Authorized Union representatives, not to exceed three (3) in number (an exception being Employee Management Advisory Committees where up to five (5) representatives may be allowed to attend), for time spent meeting with representatives of the Employer at formal Employee Management Committees where matters of mutual concern are discussed.
- 11.02 Subject to Clause 11.04 time off, without loss of regular earnings, shall be provided to Union Members on the following basis:
- (a) Members of the Union Executive Committee to attend meetings which are normally held monthly on a Friday,
 - (b) Members of the Provincial Executive of the Union, to attend the general meetings which are normally held once every two (2) months on a Saturday,

- (c) Members of the following Provincial Executive Standing Committees of the Union to attend regular committee meetings normally held every two (2) months on a week day:
 - (i) Union Bargaining Committee,
 - (ii) Finance Committee,
 - (iii) Legislative Committee,
 - (iv) Membership Services Committee.
- 11.03 Subject to Clause 11.04, time off, without pay, shall be provided to Union Members on the following basis:
 - (a) Members of the Negotiating Divisional Executive to attend meetings as required for the preparation for and during the negotiation of a new Collective Agreement; such meetings to be held normally on a Saturday,
 - (b) Members of the Divisional Councils to attend meetings as required for the preparation for and during the negotiation of a new Collective Agreement; such meetings to be held normally on a Saturday,
 - (c) Members elected as delegates to attend the Annual Convention of the Civil Service Association of Alberta,
 - (d) Members designated as delegates representing the Union at Conventions of other Employee organizations, and,
 - (e) Members elected as representatives of the Union to attend Seminars and Branch Meetings. It is understood that wherever possible such Seminars and Branch Meetings will be held during periods when Government Offices are closed.
- 11.04 In all of the foregoing provisions, time off shall be granted except where disruption of work or other difficulty will arise. Members shall provide as much advance notice as is reasonably possible when requesting time off.
- 11.05 To facilitate the administration of Clause 11.03 of this Article, the Employer will grant the leave of absence with pay and invoice the Union for the replacement salary costs incurred.

ARTICLE 12

Terms of Employment

- 12.01 The Employer during the life of this Agreement may, with the agreement of the Union:
 - (a) increase rates of Employee compensation, or,
 - (b) add to any Employee entitlement, or,
 - (c) extend Employee rightswhich are contained within this Agreement and upon such agreement these changes shall become the rates, entitlement, or Employee rights.
- 12.02 Both Parties recognize that they are bound by The Individual Rights Protection Act of Alberta.

- 12.03 The Employer shall give written notice to the Union of the establishment of a new or altered class level affecting compensation. The Union may contest the proposed compensation by notifying the Employer, in writing, of its intention to submit this matter to the Public Service Grievance Board for adjudication. The Union's notice must be delivered to the Employer within fourteen (14) calendar days from the date the Union received the Employer's notice, and the Union shall refer the matter to the Public Service Grievance Board within fourteen (14) calendar days of the date on which such notice was sent to the Employer.

ARTICLE 13

Attendance

- 13.01 An Employee who is absent from duty without prior authorization shall communicate the reason for his absence to a senior official at his place of work within the time limits set out below:
- (a) at least two (2) hours prior to the commencement of a shift, or,
 - (b) in the case of day workers, within two (2) hours of absence.
- 13.02 An Employee on leave of absence and/or illness for an indeterminate period or an Employee who wishes to return to work prior to the expiration date of a leave of absence for a fixed period, shall give the Employer notice of intention to return to work in the following manner:
- (a) an Employee reporting for day work shall give notice during the preceding work day,
 - (b) an Employee reporting for work on an afternoon or midnight to 8:00 a.m. shift shall give notice no later than noon of the day immediately preceding his return to work.
- 13.03 Time limits, pursuant to Clauses 13.01 and 13.02, shall be waived when it can be established that the Employee, for good reasons, was unable to contact his supervisor or a senior official within the time limits specified.

ARTICLE 14

Notice of Resignation

- 14.01 An Employee is required to provide the Employer with ten (10) work days prior written notice of resignation if he wishes to resign in good standing.
- 14.02 An Employee who absents himself from his employment and who has not informed the Employer shall after five consecutive days of such unauthorized absence be considered to have abandoned his position and will be deemed to have resigned, unless it is subsequently shown by the Employee that special circumstances prevented him from reporting to his place of work.

ARTICLE 15

Position Abolishment

The Parties agree that the intent of this Article is to allow for position redundancy within the Alberta Public Service, and to make necessary and just provisions for the

Employees so affected.

- 15.01 The Employer shall give a permanent Employee at least two (2) months prior written notice that his position is to be abolished.
- 15.02 The Employee may elect, in writing, to receive pay at his regular rate in lieu of the total, or any part of the notice specified in Clause 15.01, and if eligible, to retire pursuant to the Public Service Pension Act with such retirement to be effective on or after the date notice pursuant to Clause 15.01 expires.
- 15.03 A permanent Employee who has:
- (a) more than one (1) year of continuous employment immediately preceding the notice of position abolishment, and,
 - (b) the ability to perform the duties and to assume the responsibilities of another position in the Alberta Public Service, or,
 - (c) the potential to be trained to perform the duties and to assume the responsibilities of another position in the Alberta Public Service, and,
 - (d) has not voluntarily terminated his employment with the Public Service, and,
 - (e) has not elected, in writing, to receive pay in lieu of notice or pension benefits pursuant to Clause 15.02,
- shall accrue the rights set out in the following sections.
- 15.04 An Employee whose position is declared abolished and who is not simultaneously transferred to another position in the Public Service shall be eligible for:
- (a) payment of his regular salary when on training pursuant to Sub-Clause 15.03 (c), and/or,
 - (b) for placement through limited competition as follows:
 - (i) during the first two (2) weeks of the two (2) months notice period, the department shall fill all available positions in the same general functional area through competitions limited to those Employees whose positions have been declared abolished;
 - (ii) when an entire unit is ceasing operations, or where no alternate position is available to the Employee of each abolished position under (i), the Employer shall fill all available positions in the same general functional area throughout the Public Service by operating competitions limited to such Employees;
 - (iii) where no alternate position is found for one (1) or more Employees under paragraph (ii), and the two (2) months notice period has expired for such Employee(s), said Employee(s) may be released from the Public Service;
 - (iv) Employee(s) released from the Public Service under paragraph (iii) shall be vested with the right to be appointed to the first available position(s) within the same general functional area through competition limited to such Employee(s); such vesting to last one hundred and eighty (180) consecutive calendar days commencing with the day following the release of the Employee(s).
- 15.05 Throughout the application of this Article, Employees shall be eligible for available positions in order of merit, except that where two (2) or more Employees have relatively equal qualifications, they shall be eligible for positions in order of their seniority.

- 15.06 Under the application of this Article, an Employee placed into a position which has a maximum salary rate less than the salary rate he was receiving upon the date of position abolishment shall have his salary rate maintained overrange, exclusive of any salary modifier, but inclusive of negotiated cost of living increases, until such time as the negotiated maximum salary rate for the new position equals or surpasses his existing salary rate.
- 15.07 An Employee who accepts a position with a lower maximum salary pursuant to Clause 15.06, shall retain vested rights pursuant to Clause 15.04.
- 15.08 An Employee who refuses without good and satisfactory reason to accept an alternate position in the same general functional area, with the same or a higher maximum salary as the position he was in upon position abolishment, shall forfeit all vested rights pursuant to Clause 15.04.
- 15.09 All reasonable associated expenses, including relocation, subsistence and travel expenses, incurred by an Employee undertaking job training or participating in competitions pursuant to Clause 15.04 shall be paid by the Employer.
- 15.10 During the period of notice of position abolishment pursuant to Clause 15.01, the Employer will allow the affected Employee a reasonable amount of time off with pay to interview prospective Employers outside the Public Service.

ARTICLE 16

Hours of Work

- 16.01 The normal hours of work for Employees covered by this Agreement shall be:
- (a) 36½ hours per week, or,
 - (b) 40 hours per week, on,
 - (c) the equivalent of (a) and (b) above on a monthly or annual basis.
- 16.02 Subject to the provision of this Agreement, the application of hours of work will be in accordance with provisions set out in the Divisional Agreements.
- 16.03 All Employees covered by this Agreement shall normally receive two (2) fifteen (15) minute paid rest periods in each work period in excess of six (6) hours, one (1) period to be granted before the meal break and one (1) to be granted after. An Employee working a shift of more than two (2) hours but less than six (6) hours shall be granted one (1) rest period per shift. Rest periods shall not be granted within one (1) hour of commencement or termination of a work period.
- 16.04 A meal period of not less than one-half (½) hour and, except where opted in "Flextime" operations, not more than one and one-half (1½) hours shall be granted to all Employees at approximately the mid-point of each work period that exceeds four (4) hours. Such meal period shall be without pay except as provided for in 16.05.
- 16.05 Any Employee who is unable, due to assignment or responsibility, to leave his station of employment during his meal period shall be paid for such meal period at his regular rate of pay.
- 16.06 An Employee shall not be required to work a split shift involving a break

between work periods longer than the specified meal period except where there is agreement pursuant to Article 3.01, Clause (a), Sub-Clause (i) that the peculiarities of particular occupational categories in Divisions require a split shift working arrangement.

ARTICLE 17

Overtime

- 17.01 An Employee may be required to work hours beyond regularly scheduled hours to overcome unexpected work loads and to meet extraordinary situations. Such overtime shall be authorized by the Employer.
- 17.02 An Employee may occasionally be required to work extra time, up to fifteen (15) minutes, immediately following closing time, or to brief an oncoming shift, without payment. However, if the extra time exceeds fifteen (15) minutes, a minimum of one-half ($\frac{1}{2}$) hour overtime compensation will be paid, with quarter ($\frac{1}{4}$) hour increments thereafter.
- 17.03 An Employee who has been authorized to work overtime and who is employed in a *Classification that is not excluded from premium overtime payment shall be compensated as follows:
- (a) Where overtime is controlled on a daily basis:
 - (i) At time and one-half his regular hourly salary for the first four (4) hours worked in excess of his regular daily hours and at double his regular hourly salary for hours worked in excess of four (4) hours.
 - (ii) At time and one-half his regular hourly salary for all hours worked on his regularly scheduled first day of rest.
 - (iii) At double his regular hourly salary for all hours worked on his regularly scheduled second day of rest.
 - (iv) In lieu of his regular pay for a paid holiday as listed in Article 36.01, at time and one-half his regular hourly salary for all hours worked on a paid holiday.
 - (v) For purposes of this subsection authorized travel on government business shall be considered working hours and when authorized outside of normal working hours, or on a paid holiday or on a regularly scheduled day of rest, the overtime rates of this subsection shall apply, except that an Employee shall not be compensated for travel spent proceeding to and from usual place of work and residence.
 - * The Classes of Professional Employees to whom premium overtime payment will not be applicable will be the subject of Divisional bargaining.
 - (b) Where overtime is controlled other than on a daily basis, in accordance with appropriate Divisional Agreements.
- 17.04 Compensatory time off with pay in lieu of a cash settlement may be claimed by the Employee, however time off accumulated as a result of overtime worked shall be taken at a mutually agreeable time within the next forty-four (44) work days except that this time limit may be extended by mutual consent, but must be taken within twelve (12) months.
- 17.05 An Employee who requests, and who as a result of such a request, is authorized to work daily or weekly hours in excess of his normal requirement, shall be compensated for the extra hours worked at straight time rates. It is not the intent of this section to deny normal overtime rights to an Employee.

- 17.06 An Employee who is required to attend a training course or seminar on a regularly scheduled day of rest, shall be granted a day off in lieu at some other time, or if impractical to grant time off, he shall be paid at straight time rates for the hours spent on training.
- 17.07 Overtime payment or compensatory time off shall be calculated to the nearest quarter hour and shall not be allowed twice for the same hours.
- 17.08 Overtime pay shall be calculated from the annual salary rate in effect at the time overtime is worked regardless of any subsequent retroactive change in that rate.
- 17.09 The application of retroactivity of overtime payment in respect to negotiated salary rates shall be negotiated by Division.
- 17.10 Part Time Employees working less than the normal hours per day of full time employment, and who are required to work longer than their regular working day, shall be paid at the rate of straight time for the hours so worked up to the normal hours for full time Employees in the working day, after which the overtime provisions of Clause 17.03, sub-clause (a) shall apply.
- 17.11 Classifications for which premium overtime rates do not apply will be the subject of Divisional bargaining. An Employee employed in any of these classifications shall be granted equal time off for hours worked in excess of daily, weekly, bi-weekly, monthly, or yearly hours, including hours spent on authorized travel where such travel is authorized after normal working hours, or on a paid holiday or on a regularly scheduled day of rest. When it is impractical to balance the hours of work by granting equal time off in lieu, compensation at straight time rates shall be authorized for the extra hours worked or spent on authorized travel.

ARTICLE 18

Shift Differential

- 18.01 Where, because of operational requirements, the hours of work for Employees are scheduled on a rotating or irregular basis, and an Employee occupies a position in a class that is allocated to the Schedule of Classes Eligible for Shift Differential as defined by Divisions, that Employee shall receive the following shift premium in addition to his regular rate of pay:
- (a) sixteen (16) cents per hour worked for the evening shift, or,
 - (b) twenty (20) cents per hour worked for the night shift.
- 18.02 For the purposes of this Article, an evening shift shall be defined as one which commences at or between 3:00 p.m. and 9:59 p.m. and a night shift shall be defined as one which commences at or between 10:00 p.m. and 4:00 a.m.
- 18.03 At no time shall shift differential be included with the Employee's regular rate of pay for purposes of computing overtime payments, other premium payments or any Employee Benefits.

ARTICLE 19

Call Back Pay

- 19.01 When an Employee is called back to work outside of his scheduled working hours,

he shall be paid at the applicable overtime rate pursuant to Article 17.

- 19.02 Subject to 19.03, an Employee, called back to duty shall be compensated at the overtime rate for the time spent on the job and for the time he spends travelling directly to and from work, however if such total time is less than two (2) hours, he shall be compensated for a period of two (2) hours.
- 19.03 There shall be no compensation for time spent in travelling if the call back is contiguous with a normal working period.
- 19.04 When an Employee is called back one (1) or more times during a period in which he is required to be on standby pursuant to Article 21, he shall be compensated for the full standby period in addition to his compensation entitlement under this Article.

ARTICLE 20

Reporting Pay

- 20.01 A casual or replacement Employee shall be paid a minimum of three (3) hours pay if an expected work period is cancelled and the Employee was not notified of such cancellation on or before the day prior to the cancelled work period; or if employed in a camp, unless he is notified not to report, at least one (1) hour prior to his regular starting time.
- 20.02 An Employee employed in a continuous operation who reports for a regularly scheduled shift and who is assigned, without prior notification, to a work shift commencing at a later time, shall receive an additional three (3) hours pay at his regular rate.

ARTICLE 21

Standby Pay

- 21.01 When an Employee is required to be immediately available to return to work and inform the Employer of his whereabouts during a period in which he is not on regular duty, he shall be paid the amount of:
- (a) six dollars and fifty cents (\$6.50) for all standby periods of twenty-four (24) hours or less which occur during a normal working day, or,
 - (b) thirteen dollars (\$13.00) for all standby periods of twenty-four (24) hours or less which occur on his normal day of rest or a paid holiday as listed in Clause 36.01 of Article 36.
- 21.02 When an Employee, while on standby, is unable to report to work when requested, no compensation shall be granted for the total standby period.

ARTICLE 22

Northern Allowance Pay

- 22.01 An Employee who is required to be employed at either of the following locations in the Province of Alberta shall, for each month served, be paid in addition to

his basic salary, a Northern Allowance of:

- (a) One hundred and twenty-five dollars when employed at a location north of the 57th parallel of north latitude; or,
- (b) One hundred dollars when employed at a location north of the 22nd base line, east of the 112th degree of longitude, and south of the 57th parallel of north latitude.

22.02 For partial months of employment an Employee eligible for Clause 22.01, Sub-clause (a) or (b) shall receive northern allowance payment in accordance with the following formula:

$$\frac{\text{Annual Northern Allowance}}{261} \times \text{number of days worked.}$$

22.03 An Employee not residing in the Northern Areas specified in Clause 22.01, who is on travel status will not be eligible for Northern Allowance Pay.

ARTICLE 23

Workers' Compensation Supplement

23.01 If an Employee sustains an injury in the course of his duties with the Government of Alberta and is eligible to receive Workers' Compensation, he shall be paid his regular full salary for his total period of sick leave entitlement on full and half pay, and if the Employee is unable to return to work when this period expires, he shall then be paid according to the rate prescribed by the Workers' Compensation Act.

23.02 Payments made in respect to absences under this Clause shall not reduce the Employee's sick leave entitlement.

ARTICLE 24

Forest Fire Operations, Flood Control and Pollution Control

24.01 An Employee conscripted or employed temporarily in forest fire operations, flood control or pollution control shall be paid his normal rate of pay for regular hours worked.

ARTICLE 25

Correctional Institution Salary Allowance

25.01 An Employee employed in a Correctional Institution and in a position in a class designated in Supplement 1 - who has significant interaction with inmates shall be paid at a rate which is four grades higher than that assigned the class to which his position is allocated in accordance with the following provisions:

- (a) an Employee shall be entitled to receive pay in the higher grade:
 - (i) effective the 1st day of the month following satisfactory completion of a training course prescribed by the Deputy Head; or,
 - (ii) effective the 1st day of the sixth month following commencement if through no fault of the Employee, the training course pursuant to

paragraph (i) above has not been completed by that date.

ARTICLE 26

Forensic Unit Salary Allowance

- 26.01 The Parties agree that an Association request for a forensic unit salary allowance shall be referred to Divisional negotiations.

ARTICLE 27

Probationary Employee and Period

- 27.01 An Employee appointed to a permanent position in the Public Service shall serve an initial probationary period. Should it not be practical to establish the Employee's suitability for permanent appointment in the initial period, the probationary period may be extended by the Employer, but in no instance shall the length of the extension exceed three (3) months.
- 27.02 When the initial period of probation has been extended the Employee shall be advised, prior to the end of the initial period, of the reasons in writing and in addition the Employer may provide the Employee with suggestions on how he may improve his suitability for permanent appointment.
- 27.03 A probationary Employee shall be entitled to all of the appropriate Articles of this Agreement except recourse to the grievance procedure in the case of dismissal; however an Employee on extended probation shall have recourse to the full grievance procedure.
- 27.04 The initial period of probation shall start on the date of commencement and shall be three (3), six (6), or twelve (12) months as stipulated for classifications by Divisions. This period will also apply to Employees appointed under Article 4.03.
- 27.05 The probationary period for an Apprentice shall be twelve (12) months.

ARTICLE 28

Disciplinary Action

- 28.01 When the Employer takes disciplinary action against an Employee, that Employee shall be informed in writing as to the reason(s) for such action.
- 28.02 An Employee who is to be interviewed on any disciplinary measure shall be entitled to have a Union Steward present at the interview.
- 28.03 When an Employee has grieved a disciplinary action and the Designated Officer at Step III or the Public Service Grievance Appeal Board, has allowed the grievance, the Employee shall be re-instated in his former classification without loss of salary and his official personal confidential file shall be expunged of all record of the disciplinary action. Where the Designated Officer at Level III reduces the penalty, the Employee's file shall be amended to reflect the change, provided the Employee does not contest the reduced penalty to the 4th level. Where the

Public Service Grievance Board reduces the penalty, the award shall be final and binding and the Employee's confidential file shall be amended to reflect the reduced penalty.

ARTICLE 29

Grievance Procedure

29.01 Definitions:

- (a) "Days" means calendar days,
- (b) "Employer" means the Deputy Head of the employing department or his representative for the purpose of this Article,
- (c) "Demotion" means a transfer to a position with a lower maximum salary,
- (d) A grievance is a complaint regarding:
 - (i) alleged unjust treatment or discrimination;
 - (ii) alleged unfair working conditions;
 - (iii) any disciplinary action involving financial penalty, or the application, interpretation or any alleged violation of this Agreement or on any other matter involving financial penalty.

Grievances on paragraphs (i) and (ii) above may be processed through Levels 1 to 3, inclusive, and grievances on paragraph (iii) above may be referred to the Public Service Grievance Board.

29.02 When a grievance arises it shall be dealt with in the manner outlined in the following Clauses, except that a grievance may not be presented on a matter where an appeal procedure is already provided by or under an Act, including but not limited to:

- (a) the classification process, or,
- (b) the evaluation of an instructor's or teacher's preparation.

29.03 Designated Officers:

The Deputy Head shall advise all Employees in his department by poster, or by some other appropriate means of notification, as to the name and title of the Designated Officer at each level in the grievance procedure.

29.04 Informal Discussion:

An Employee should first discuss the subject of the proposed grievance with his immediate supervisor in an attempt to resolve the matter.

29.05 Formal Discussion:

The Employer or the grievor may request that a written grievance be discussed at any of Steps 1 to 3 inclusive of the Grievance Procedure. The grievor's request for discussion shall not be unreasonably denied. A Union Steward or a Union Staff Member shall be allowed to be present, if desired by the grievor, at any of these discussions. When a request for discussion at the third level has been approved, leave with pay shall be allowed to the grievor and an accompanying Union Steward and further, if travel is involved, reimbursement for travel expenses in accordance with Regulations shall be permitted.

29.06 Level 1:

- (a) An Employee who wishes to pursue a grievance must submit it in writing within fourteen (14) days of the date upon which the subject of the grievance occurred or of the time when the Employee first became aware that a grievance had allegedly occurred. The grievance may be submitted to:
 - (i) the Designated Officer at Level 1, through his immediate supervisor, or,
 - (ii) directly to the Designated Officer at Level 1, or,
 - (iii) when (i) or (ii) above are not practical, to the Designated Officer at Level 1 by registered mail.
- (b) A grievance shall be normally presented upon the Official Grievance Form, provided that a grievance shall not be deemed invalid by reason of the fact that it is not in accordance with the prescribed form.
- (c) The immediate supervisor shall:
 - (i) forward the grievance to the Designated Officers authorized to reply at Level 1, or,
 - (ii) reply to the grievance directly if he is the Designated Officer.
- (d) The Designated Officer at Level 1 shall submit a written reply to the Employee, with a copy to the Union, within fourteen (14) days of the submission of the grievance.

29.07 Level 2:

- (a) When an Employee is not satisfied with the answer or settlement he received from the Designated Officer at Level 1 he may, if he has the approval of the Union, submit his grievance to the Designated Officer at Level 2 either directly or, where practical, through his immediate supervisor.
- (b) A submission at Level 2 must be made within fourteen (14) days of the receipt of the reply of the Designated Officer at Level 1.
- (c) The Designated Officer at Level 2 shall submit a written reply to the Employee within fourteen (14) days of the submission of the grievance at Level 2 and shall submit a copy of his reply to the Union.

29.08 Level 3:

- (a) When an Employee is not satisfied with the answer or settlement he received from the Designated Officer at Level 2 he may, if he has the approval of the Union, submit his grievance to the Designated Officer at Level 3 either directly, or, where practical, through his immediate supervisor.
- (b) A submission at Level 3 must be made within fourteen (14) days of the receipt of the reply of the Designated Officer at Level 2.
- (c) The Designated Officer at Level 3 shall submit a written reply to the Employee within fourteen (14) days of the submission of the grievance at Level 3 and shall submit a copy of his reply to the Union.
- (d) For the purpose of this procedure, the decision given by the Designated Officer at this level shall be final and binding upon the Employee unless the grievance is a "class of grievance" that may be referred to the Public Service Grievance Board pursuant to paragraph (d) (iii) of Clause 29.01.

29.09 Level 4:

- (a) If an Employee is not satisfied with the answer or settlement he received

from the Designated Officer at Level 3, he may submit his grievance to the Chairman of the Grievance Board, provided that:

- (i) it is a grievance submitted pursuant to paragraph (d) (iii) of Clause 29.01, and,
 - (ii) he has the approval of the Union, except that Union approval is not mandatory where an Employee is grieving dismissal.
- (b) A submission to the Chairman of the Grievance Board must be made within fourteen (14) days of the receipt of the reply of the Designated Officer at Level 3.

29.10 Time Limits:

- (a) (i) When the grievor fails to process a grievance within the time limits specified in Clause 29.06, 29.07, 29.08, 29.09, or 29.12 he shall be deemed to have abandoned his grievance.
 - (ii) When the party receiving a grievance fails to process the grievance within the time limits specified in Clause 29.06, 29.07, 29.08, or 29.12, the grievor shall automatically be eligible to advance his grievance to the next higher level, except that a grievance to advance to the 4th level must be a grievance as defined pursuant to 29.01 (d) (iii).
- (b) When it is necessary to use the postal service to process a grievance, all correspondence between the Employer and Employee shall be by registered mail.
- (c) When a grievance is processed by registered mail, the grievance shall be deemed to have been submitted on the day on which it is postmarked and it shall be deemed to have been received by the Designated Officer on the day it is delivered. Similarly, the Designated Officer shall be deemed to have submitted a reply at any level on the date on which the letter containing the reply is postmarked; the time limit within which the Employee may submit his grievance at the next higher level shall be calculated from the date on which the Designated Officer's reply was delivered to the address shown on the grievance form.
- (d) When a grievance is delivered by hand it will be dated the date it was delivered as will be the reply.
- (e) The time limits between levels may be extended by mutual agreement of the Employer and the Union but such agreement shall be in writing.

29.11 Replies by Designated Officers:

The reply from the Designated Officer at each level of grievance procedure shall contain the reason(s) for acceptance or denial of the grievance.

29.12 Variance from Normal Grievance Procedure:

- (a) A grievance may initially be presented beyond Level 1 with the approval of the Deputy Head, where the Deputy Head is of the opinion that:
 - (i) the nature of the grievance is such that a decision cannot be given below a particular level of authority, or,
 - (ii) the organization of the department makes it impossible to process a grievance through each level of the procedure.
- (b) In case of a dispute arising from DEMOTION, SUSPENSION OR DISMISSAL, the grievance shall initially be presented at Level 3 except where the Employer notifies the Employee involved in the dispute that he may present his grievance at Level 4.

- (c) When it is decided that a grievance will be heard initially at Level 3 or 4 pursuant to Clause (b) a submission to Level 3, or Level 4 if appropriate, must be made by the Employee within fourteen (14) days of receipt of the written communication notifying him of the demotion, suspension or dismissal.
- (d) When a grievance is heard initially at Level 3 pursuant to Sub-clause (b) and the Employee is not satisfied with the answer or settlement he may submit his grievance to Level 4, but such submission must be made within fourteen (14) days of receipt of the written decision of the Designated Officer at Level 3.

29.13 Meetings During Grievance Procedure:

- (a) A Union Steward shall not leave his place of work to discuss a grievance with the Employer or an Employee during working hours without first obtaining permission from his immediate supervisor to do so.
- (b) Where practical, an Employee who wishes to discuss his grievance with the Employer at any level of the grievance procedure shall obtain the permission of his immediate supervisor before leaving his place of work for this purpose and shall report back to his immediate supervisor before resuming his normal duties.
- (c) An authorized Union representative shall not enter a place of work to discuss a grievance with an Employee or Employees without first obtaining permission from the Employer to do so.
- (d) Permission requested under Sub-Clause (a) or (b) or (c) shall not be unreasonably denied.

29.14 Public Service Grievance Appeal Board Structure:

- (a) The Grievance Board shall consist of a permanent Chairman appointed at the pleasure of the Commissioner and the President of the Civil Service Association of Alberta and where deemed necessary two additional Grievance Board Members.
- (b) Pursuant to subsection (a) a three (3) member Grievance Board shall be established where:
 - (i) the Chairman deems that two (2) additional Grievance Board Members are necessary, or,
 - (ii) the Commissioner and/or the President of the Civil Service Association of Alberta request the establishment of a three(3) member Grievance Board,in which case, the Chairman of the Grievance Board shall request the Commissioner and the President of the Civil Service Association of Alberta to each arrange for the appointment of its representative to act as a member of the Grievance Board and to submit the name and address of its member to him within five (5) days of receipt of the request.
- (c) The Commissioner's appointee shall not be:
 - (i) an Employee of the Department involved in the dispute, or,
 - (ii) employed by the Personnel Administration Office, or,
 - (iii) a person who directly or indirectly, has any interest in the subject of the matter to be heard by the Grievance Board.
- (d) The President of the Civil Service Association's appointee shall not be:
 - (i) an Employee of the Department involved in the dispute, or,

- (ii) a staff member of the Union, or,
- (iii) a person who directly or indirectly has any interest in the subject of the matter to be heard by the Grievance Board.

29.15 Powers of the Board:

- (a) The Grievance Board shall neither add to, detract from, nor modify the language of any Article of the Collective Agreement.
- (b) The Chairman shall expressly confine himself to the precise issue submitted to the Grievance Board and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to him.
- (c) Notwithstanding the testimony presented by representatives of the Employer and/or the appellant or grievor, the Chairman of the Board may call, as witness any Government Employee who may have additional knowledge on the matter being heard by the Board.
- (d) Where disciplinary action against an Employee is involved the Grievance Board may reduce the penalty as the Board considers fair and reasonable.
- (e) The Chairman of the Grievance Board may request that the Employer and the Association submit written briefs to him containing details of the factors surrounding the dispute before the convening of the Grievance Board.

29.16 Grievance Board Procedure:

- (a) Upon receipt of a grievance the Chairman shall convene a Board as soon as possible.
- (b) The Chairman shall normally submit a report on the findings and the decision of the Board within fourteen (14) days following the completion of the hearing to:
 - (i) The Commissioner,
 - (ii) The President of the Association,
 - (iii) The Grievor or Appellant,
 - (iv) The Employer.
- (c) Where the Chairman is unable to comply with the time limit in (b) above, he shall notify all Parties concerned in writing.

29.17 Decision of the Board:

- (a) The Decision of the Grievance Board shall be binding on all Parties.
- (b) Where a grievance is heard by a three member Board, the decision of the Grievance Board shall be the majority decision but if there is no majority the decision of the Chairman shall be the decision of the Board.

29.18 Cost of the Grievance Board:

- (a) The Government and the Union will each bear the expense and charges of its appointed members on the Grievance Board and its representatives and witnesses attending the hearing and shall bear in equal proportion the expenses and allowances of the Chairman of the Grievance Board, except in the case of Sub-clause 29.18 (e) where the Government will bear the expense of the Chairman and the operational expenses of the Grievance Board.
- (b) The Employer shall grant the grievant leave of absence for the purpose of attending the hearing provided that the leave of absence shall be only for

the purpose of attending the hearing and shall have stipulated time limits.

- (c) The leave of absence stipulated in Sub-clause (b) shall be with pay and the Employee may claim subsistence and travelling allowance in accordance with regulations governing subsistence, except where dismissal of an Employee is upheld by the Board no reimbursement for pay, subsistence or travel allowances shall be allowed.
- (d) The Employer shall grant leave of absence with pay to:
 - (i) representatives, and witnesses acting on behalf of the Employee, and,
 - (ii) the Union appointed member of the Grievance Board,if from the Public Service proper, but the leave of absence shall be only for the purpose of attending the hearing and shall have stipulated time limits.
- (e) A dismissed Employee who has not solicited Union approval or assistance shall make his own arrangements for representation and shall assume responsibility for any costs of being represented at the hearing including but not limited to witness fees and travelling expenses.
- (f) The expenses of witnesses called by the Chairman of the Grievance Board shall be shared on an equal basis by the Government and the Union, except in the case of subsection (e) where the expenses shall be shared by the Government and the Employee.

29.19 Policy Grievances:

- (a) Where the Employer or the Union seeks to enforce an obligation that is alleged to arise out of this Agreement, and,
- (b) the obligation, if any, is not an obligation which may be the subject of a grievance of an Employee,

the Employer or the Union may present a grievance to the Chairman of the Public Service Grievance Board, who shall hear the matter in accordance with Clause 29.16 to 29.18 inclusive.

ARTICLE 30

Purged File

- 30.01 An Employee who has been subjected to disciplinary action may after three years of continuous service from the date the disciplinary measure was invoked, request that his official departmental personal file be purged of any record of the disciplinary action. Such request will be granted provided the Employee's file does not contain any further record of disciplinary action, during that three year period, of which the Employee is aware.

ARTICLE 31

Casual Illness

- 31.01 "Casual Illness" means an illness which causes an Employee to be absent from duty for a period of three (3) consecutive work days or less, and includes dental treatment involving an absence of one-half ($\frac{1}{2}$) day or longer which has been given prior authorization by the Employer.

- 31.02 Leave with pay for casual illness shall not be allowed in the first month of employment.
- 31.03 Leave with pay for casual illness shall be granted in the second and subsequent months of the first year of employment as follows:
- (a) in the second month - one (1) work day,
 - (b) in the third month - two (2) work days if no leave with pay for casual illness was granted in the second month,
 - (c) in subsequent months leave with pay shall be granted for all or part of the period of casual illness as defined by Clause 31.01 provided that the total period does not exceed:
 - (i) three (3) work days in the first four (4) months,
 - (ii) four (4) work days in the first five (5) months,
 - (iii) five (5) work days in the first six (6) months,
 - (iv) six (6) work days in the first seven (7) months,
 - (v) seven (7) work days in the first eight (8) months,
 - (vi) eight (8) work days in the first nine (9) months,
 - (vii) nine (9) work days in the first ten (10) months,
 - (viii) ten (10) work days in the first eleven (11) months,
 - (ix) ten (10) work days in the first twelve (12) months.
- 31.04 In the second and subsequent years of employment leave shall be granted, or part thereof, to a maximum of ten (10) work days.
- 31.05 Unused casual sick leave benefits shall be added to general sick leave benefits in the amounts shown as follows:
- (a) in the first year of employment, three (3) days effective on or after the first day of the tenth month;
 - (b) in the second to fifteenth years of service, at the rate of one (1) day per month effective on or after the first day of the third month.

31.06 This Article is subject to Article 33.

NOTE: This Article will be subject to modification in connection with the establishment of Long Term Disability Insurance.

ARTICLE 32

General Illness

- 32.01 "General Illness" means an illness which causes an Employee to be absent from duty for a period of more than three (3) consecutive work days.
- 32.02 After the first three (3) months of employment, leave of absence with pay in each year of employment is allowable on account of general illness as follows:
- (a) in the first year of employment, one (1) day for each month worked up to a

total of six (6) work days with full pay, plus provision to use casual sick leave entitlement pursuant to Article 31, Sub-clause 31.05 (a);

- (b) in the second year of employment, twelve (12) work days with full pay, plus provision to use casual sick leave entitlement pursuant to Article 31, Sub-clause 31.05 (b);
- (c) in the third year of employment, twenty-five (25) work days with full pay, twenty-two (22) work days with half pay, plus provision to use casual sick leave entitlement pursuant to Article 31, Sub-clause 31.05 (b);
- (d) in the fourth year of employment, thirty-five (35) work days with full pay, ten (10) work days with half pay, plus provision to use casual sick leave entitlement pursuant to Article 31, Sub-clause 31.05 (b);
- (e) in the fifth year of employment forty-seven (47) work days with full pay, six (6) work days with half pay plus provision to use casual sick leave entitlement pursuant to Article 31, Sub-clause 31.05 (b);
- (f) in the sixth to tenth years of employment, not more than sixty-five (65) work days with full pay and not more than sixty-five (65) work days with half pay, plus provision to use casual sick leave entitlement pursuant to Article 31, Sub-clause 31.05 (b);
- (g) in the eleventh to fifteenth years of employment, not more than sixty-five (65) work days with full pay and not more than one hundred and ninety-five (195) work days with half pay, plus provision to use casual sick leave entitlement pursuant to Article 31, Sub-clause 31.05 (b);
- (h) in the sixteenth to twentieth years of employment, not more than one hundred and thirty (130) work days with full pay, and not more than one hundred and thirty (130) work days with half pay;
- (i) in the twenty-first and subsequent years of employment, not more than one hundred and ninety-five (195) work days with full pay, and not more than sixty-five (65) work days with half pay;
- (j) for the purpose of Clause 32.02 "employment" includes salaried employment and also any prior employment on wages provided that there is no break in government service.

32.03 As a consequence of the extensive changes negotiated on general illness, the Employer shall retain the full amount of any premium rebate allowable on unemployment insurance by the Unemployment Insurance Commission.

32.04 Notwithstanding Article 31 or Clause 32.02, an Employee is not eligible to receive sick leave benefits under this Article or Article 31 if:

- (a) the absence is due to an injury while in the employ of any other Employer, nor is he eligible for any sick leave benefits for any subsequent absences caused by that injury, or,
- (b) the absence is due to a self-inflicted injury.

32.05 When a day designated as a Paid Holiday under Article 36 falls within a period of general illness it shall be debited as a day(s) of general illness and under no circumstances shall an Employee be authorized both a day(s) of general illness and a holiday(s) for the same day(s).

32.06 This Article is subject to Article 33.

NOTE: This Article will be subject to modification in connection with the establishment of Long Term Disability Insurance.

ARTICLE 33

Proof of Illness

- 33.01 The Employee may be required to provide proof of illness upon return to work, where it can be shown that reasonable doubt exists in respect to the purpose of an absence claimed to be due to illness. Such proof may take the form of a medical certificate or a sworn statutory declaration.
- 33.02 The Employer shall request a medical certificate for any absence under Article 32 (General Illness).
- 33.03 The Employer may require that an Employee be examined by a medical board
- (a) in the case of prolonged or frequent absence due to general illness, or,
 - (b) when it is considered that an Employee is unable to satisfactorily perform his duties due to disability or illness.
- 33.04 Pursuant to Clause 33.03, an Employee shall be entitled to have his personal physician or other physician of his choice to be a member of the medical board or to act as his counsel before the medical board. Expenses incurred under this Clause shall be paid by the Employer.

ARTICLE 34

Health Plan Benefits

- 34.01 (a) Subject to Article 4, the Employer shall share the cost of the Alberta Health Care Insurance Commission premium for all employees commenced on or after March 1st, 1973, as follows:
- (i) one-half ($\frac{1}{2}$) the cost of a family contract when an Employee is supporting a dependent for whom he (or she) is entitled to claim an income tax exemption in accordance with Federal Income Tax Regulations, or,
 - (ii) one-half ($\frac{1}{2}$) the cost of a single contract where the Employee desires a married contract but is not supporting a dependent pursuant to paragraph (i), or,
 - (iii) one-half ($\frac{1}{2}$) the cost of a single contract where paragraph (i) is not applicable.
- (b) An Employee who commenced service before March 1, 1973, shall be allowed to retain the contract in effect before that date and the Employer shall continue to pay the same premium share after March 1st, 1973, or he may elect to come under the provisions of Sub-clause (a).
- 34.02 An Employee on Government business outside Canada who becomes ill and requires medical attention and/or hospitalization shall be reimbursed, upon production of receipts, for such charges that are in excess of those allowed by the Alberta Health Care Insurance Commission and the Blue Cross Plan.

ARTICLE 35

Insurance

35.01 Group Life:

- (a) The eligibility of Employees to participate in the Group Life Insurance Plan is subject to Article 4, and participation is a condition of employment for all eligible Employees who commenced employment on or after December 1st, 1971.
- (b) The Employer shall pay the total premium cost of \$4,000.00 of basic life coverage for an Employee who is eligible for the basic coverage.
- (c) The Employer and Employee shall share the premium costs, where a participating Employee is not covered by the basic coverage pursuant to (b) above, as follows:
 - (i) Employer pays twenty-two (22) cents per \$1,000.00 coverage;
 - (ii) Employee pays fourteen (14) cents per \$1,000.00 coverage.
- (d) The Schedule of Insurance for an Employee who is eligible to participate pursuant to (c) above shall be two and one-half (2½) times regular annual salary rounded out to the next highest \$1,000.00 up to a maximum coverage of \$40,000.00.
- (e) The provisions of (c) and (d) above shall be effective the first of the month following the date of signing of this Agreement.

35.02 Accidental Death and Dismemberment:

The Employer shall maintain a Master Insurance Policy for all Employees covered by this Agreement that provides insurance coverage up to a maximum principal sum of \$100,000.00 in the event of accidental death, or dismemberment, resulting from injury occurring while travelling on government business. The total premium cost of this policy shall be paid by the Employer.

ARTICLE 36

Paid Holidays

36.01 Employees are entitled to one day's paid leave for each of the following holidays:

- (a)

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday (1 day)	Christmas Floater
- (b) The Christmas float holiday shall be observed to give five (5) consecutive days off including the week-end as follows:
 - (i) on December 24th when Christmas Day falls on a Tuesday, a Thursday, a Friday or a Saturday,
 - (ii) on December 27th when Christmas Day falls on a Monday or a Wednesday,
 - (iii) on December 28th when Christmas Day falls on a Sunday.

36.02 If a municipality does not proclaim a Civil Holiday as specified in 36.01, the

first Monday in August shall be observed as such holiday.

- 36.03 When a day designated as a holiday under Clause 36.01 falls during an Employee's work week and an Employee is not required to work, the Employee shall be granted holiday leave on the day observed as the holiday.
- 36.04 When a day designated as a holiday under Clause 36.01 falls on an Employee's regularly scheduled day of rest, and the Employee is not required to work, the Employee shall be granted holiday leave on the day observed as the holiday.
- 36.05 Notwithstanding Clauses 36.03 and 36.04, an Employee employed in a continuous operation whose regular day off falls on an observed holiday shall receive another day off in lieu at his regular rate.
- 36.06 When an Employee works on a day observed as a holiday in a continuous operation which does not shut down for the holiday, or where an Employee is required to work on the day observed as the holiday, the Employee shall receive:
- (a) pay at the overtime rate for the hours worked, pursuant to Article 17, and,
 - (b) one (1) day off in lieu with pay at his regular rate.
- 36.07 When a day off in lieu is granted under Clause 36.06 (b) Employees not employed in continuous operations shall have the day off scheduled at a time mutually agreeable to the Employee and the Employer. Employees employed in continuous operations shall have the opportunity to elect to have the alternate day off scheduled in conjunction with their regularly scheduled days of rest, or, subject to Clause 36.08, to take these days in conjunction with their next annual vacation.
- 36.08 Where an Employee employed in continuous operations exercises an election under Clause 36.07, he shall advise the Employer of his choice of election for the following year, not later than December 31st, except that a new Employee shall make this election prior to the first holiday for which he is eligible.
- 36.09 Requests for leave without pay on religious holidays will be considered provided adequate notice of the request is given.

ARTICLE 37

Annual Vacation Leave

- 37.01 An Employee shall not take vacation leave without prior authorization from the Employer.
- 37.02 Vacation entitlements with pay, shall be as follows:
- (a) an Employee who has completed twelve (12) full calendar months' service as of December 31st, shall receive fifteen (15) work days' vacation,
 - (b) an Employee who has completed thirteen (13) years' service as of December 31st, 1974, shall in the subsequent year(s) receive twenty (20) work days' vacation,
 - (c) an Employee who has completed ten (10) years' service as of December 31st, 1975, shall in the subsequent year(s) receive twenty (20) work days' vacation,
 - (d) an Employee who has completed twenty (20) years' service as of December 31st, 1974, shall in the subsequent year(s) receive twenty-five (25) work days' vacation,

- (e) an Employee who has completed less than twelve (12) full months' service as of December 31st, shall receive one and one-quarter ($1\frac{1}{4}$) work days' vacation for each calendar month worked from the commencement of his service, provided that when employment has commenced on or before the fifteenth (15) day of any month, he shall earn vacation entitlements from the first day of that month and when employment has commenced on or after the sixteenth (16) day of any month, he shall earn vacation entitlements from the first day of the following month.

37.03 All calculations which result in one-quarter or three-quarters work day fractions shall be rounded out to the next half or full day, whichever applies.

37.04 If one or more paid holidays falls during an Employee's annual vacation period, another day or days may be added at the end of the Vacation period or as may be authorized by the Employer.

37.05 An Employee shall earn vacation leave pursuant to Clause 37.02 when authorized the following absences:

- (a) financially assisted Education Leave,
- (b) sick leave for the first forty-four (44) consecutive work days,
- (c) any other leave of absence with or without pay for the first twenty-two (22) work days.

37.06 Vacation leave may be taken:

- (a) in one continuous period,
- (b) in separate periods of not less than five (5) consecutive work days,
- (c) in lieu of one (1), five (5) consecutive work day period, five (5) single work days off or in some other combination provided the total does not exceed five (5) work days.

37.07 (a) Except as is otherwise provided herein vacation leave in respect of each year of service shall be taken:

- (i) within fifteen (15) months after the end of that year, and,
- (ii) at such time or times as may be approved by the Employer.

- (b) If the exigencies of his duties prevent an Employee from taking his vacation leave or part thereof within the fifteen (15) month period specified by Sub-clause (a) of this Clause, he shall be allowed to take that leave within the six (6) months following that period.
- (c) If an Employee, for sufficiently valid personal reasons, wishes to take his vacation leave or part thereof within six (6) months after the end of the fifteen (15) month period specified in Sub-clause (a) of this Clause, he shall be permitted to do so at such time or times as the Employer may approve.
- (d) Vacation leave shall not be postponed as provided by (b) and (c) of this Clause in two successive years.
- (e) When vacation leave is taken within the last four (4) months of the fifteen (15) month period specified in Sub-clause (a) or is postponed as provided by Sub-clause (b) or (c), it may be taken immediately before the next period of vacation leave to which the Employee is entitled.
- (f) Except when two periods of leave are merged as provided by Sub-clause (e), at least one (1) month must elapse between the ending of vacation leave taken in respect of one (1) year's service and the commencement of vacation leave taken in respect of the succeeding year's service.

- (g) Notwithstanding the other provisions of this Article, in case of bereavement or other personal exigency, an Employee who so requests may be authorized to take vacation leave which has been earned at a specified time within the year in which it was earned, and the vacation leave to be taken by him in the following year shall be correspondingly reduced.
- 37.08 Where an Employee is allowed to take any leave of absence, other than sick leave in conjunction with a period of vacation leave, the vacation leave shall be deemed to precede the additional leave of absence, except in the case of maternity leave which may be authorized before or after vacation leave.
- 37.09 An Employee who terminates his service or who is terminated shall receive vacation pay in lieu of such vacation earned but not taken.
- 37.10 Once vacations are authorized they shall not be changed, other than in cases of emergency, except by mutual agreement.
- 37.11 An Employee shall not be paid cash in lieu of vacation earned, except upon termination in which case he shall receive vacation pay for such vacation earned but not taken.
- 37.12 The Employer, shall subject to the operational requirements of the department, make every reasonable effort to grant an Employee upon request, at least two (2) weeks of his annual vacation entitlement during the summer months.

ARTICLE 38

Special Leave

- 38.01 An Employee, not on leave of absence without pay, shall be granted upon application special leave at his basic rate of pay. The circumstances under which special leave is granted, subject to Clause 38.02, and the corresponding maximum length of each are as follows:
- (a) illness within the immediate family - two (2) days,
 - (b) bereavement - three (3) days,
 - (c) travel time for illness within the immediate family or bereavement - two (2) days,
 - (d) administration of estate - two (2) days,
 - (e) moving household effects - one (1) day,
 - (f) disaster conditions - two (2) days,
 - (g) write examination(s) for course(s) approved by the Employer - as required,
 - (h) attend funerals as pall-bearer or mourner - one (1) day,
 - (i) be present at birth or adoption proceedings of an Employee's child - one (1) day,
 - (j) attend formal hearing to become Canadian Citizen - one (1) day.
- 38.02 For purposes of determining eligibility for special leave under Clause 38.01, the following provisions shall apply:

- (a) illness within the immediate family - leave of absence shall be granted for purpose of making arrangements for the care of the person that is ill or for the care of the children. Immediate family shall mean: wife, husband, son, daughter, mother, father, or a person permanently residing in the Employee's household or with whom the Employee permanently resides;
- (b) bereavement - leave of absence will be granted in the event of the death of any of the following relations of an Employee or spouse: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister or the husband or wife of any of them, or a person permanently residing in the Employee's household or with whom the Employee permanently resides;
- (c) travel time for illness within the immediate family or for bereavement shall mean for travel where long distances or travel from isolated areas are involved;
- (d) administration of estate shall apply only when an Employee has been designated as an executor of the estate for the deceased;
- (e) moving of household effects shall apply to an Employee who maintains a self-contained household and who changes his place of residence which necessitates the moving of his household effects during his normal working hours. In the event an Employee's normal place of employment is moved outside the municipal area, the normal moving allowance shall apply;
- (f) disaster conditions shall apply for a critical condition which requires an Employee's personal attention in a disaster (flood, fire, etc) which cannot be served by others or attended to by the Employee at a time when he is normally off duty.

38.03 The maximum length specified for each circumstance requiring use of special leave shall not be exceeded, however special leave may be granted more than once for the same circumstance within a calendar year, provided the total special leave granted does not exceed ten (10) working days per calendar year, unless additional special leave is approved by the Employer.

38.04 Two weeks notice may be required for leave requested under Clause 38.01, Sub-clause (d), (e), (g), (i) and (j).

ARTICLE 39

Military Leave

39.01 The Employer may grant military leave to an Employee:

- (a) where his services are required by the Department of National Defence to meet a civil emergency, for the duration of the emergency,
- (b) where during a national emergency he volunteers for service or is conscripted into the Armed Forces for the duration of the emergency, and,
- (c) where he volunteers for military training, special training or special duty, for a period not exceeding six (6) weeks.

39.02 Where military leave is approved an Employee shall not be required to forfeit any of his vacation entitlements. However, where military leave is not approved, this Article does not preclude the Employee from using vacation leave for the purpose of attending military training.

39.03 Military leave to attend annual training or summer camp shall not exceed ten (10) working days.

- 39.04 When an Employee has been granted military leave in accordance with Sub-clause 39.01 (c) or 39.03, and that Employee produces a letter from National Defence Headquarters to the Public Service Commissioner, stating the amount paid by the Department of National Defence to such Employee, that Employee shall receive his full rate of pay from the Employer, less the amount he received from the Department of National Defence.

ARTICLE 40

Maternity Leave

- 40.01 An Employee shall be granted leave without pay for maternity reasons for a period not exceeding six (6) months from the date of leaving to the date of return provided that she has completed one (1) year of continuous service at the time of application and that she applies three (3) months prior to her scheduled date of confinement.
- 40.02 An Employee granted leave without pay pursuant to Clause 40.01 shall be granted a minimum of seventeen (17) weeks, except where a shorter period is requested by the Employee.
- 40.03 An Employee granted leave without pay for maternity reasons pursuant to Clause 40.01 shall be returned to her former position or be placed in another position at a comparable salary level within the same department upon her return to work.
- 40.04 The Employer shall determine the date that maternity leave commences, except:
- (a) where the Employee presents a medical certificate which indicates that maternity leave must be commenced earlier than the date authorized by the Employer, in which case the maternity leave shall be commenced on the date indicated on the medical certificate, and,
 - (b) where the Employee indicates she requires leave to conform to the regulations applicable to Unemployment Insurance Benefits.
- 40.05 An Employee who has completed one (1) year of continuous service and resigns for maternity reasons and who is re-employed in any capacity within six (6) months from the date of her resignation shall be considered to have been on leave without pay but for the purpose of vacation leave shall be treated like a new Employee.
- 40.06 Illness arising prior to the commencement of maternity leave and which is due to complications resulting from pregnancy, other than normal delivery, shall require a medical certificate in order for the provisions of Article.31 or Article 32 to apply.
- 40.07 Upon reasonable notice being given to the Employer, an Employee shall be granted leave of absence without pay for up to six (6) months immediately following the adoption of a child. The Employer shall furnish proof of adoption.

ARTICLE 41

Court Leave

- 41.01 When an Employee is summoned to appear in court in his official capacity to give evidence or to produce government records, he shall be allowed leave with pay,

but any witness fee receivable by him shall be paid to the employing department.

- 41.02 When an Employee is summoned to appear in court as a witness in his private capacity:
- (a) at a location within the Province of Alberta, he shall be allowed leave with pay, but any witness fee receivable by him shall be paid to the employing department.
 - (b) at a location outside the Province of Alberta, he may be allowed leave with pay if authorized by the employing department, but any witness fee receivable by him shall be paid to the employing department.

ARTICLE 42

Leave on Election Days

- 42.01 The Employer will ensure that any Employee eligible to vote on either a National Election or a Provincial or Municipal Election, Plebiscite or Referendum shall have the necessary time off in which to vote in accordance with the appropriate Act.

ARTICLE 43

Safety and Health

- 43.01 The Employer agrees to establish a Government-wide safety program within which Civil Service Association members will participate.
- 43.02 An Employee who is injured on the job during working hours and who is required to leave the job site for treatment, or is sent home as a result of such accident or injury, shall not suffer loss of pay for that day's work, regardless of the time of injury.

ARTICLE 44

Parking

- 44.01 An Employee working at an institution not serviced by public transportation shall not be charged a fee for unreserved parking space.
- NOTE: This item will be placed on the Agenda of J.A.P.O.C. and dealt with during the term of this Agreement.

ARTICLE 45

Rates of Pay

- 45.01 The rates of pay for all Employees, excluding apprentices, covered by this Agreement shall be as specified in the appropriate Divisions.
- 45.02 The rates of pay for apprentices shall be established as follows:

- (a) Employees who enter the apprenticeship program in accordance with Article 4, Sub-clause 4.07 (c) shall be paid the greater of the incumbent's current salary including negotiated cost of living increases, or the product of the appropriate percentage established in regulations issued pursuant to the Apprenticeship Act and the appropriate tradesman job rate; and,
- (b) New Employees commencing employment with the Employer under a contract of apprenticeship shall be paid the product of the appropriate percentage established in regulations issued pursuant to the Apprenticeship Act, and the appropriate tradesman job rate.

ARTICLE 46

Salary Periods, Wages and the Long Service Increment

- 46.01 The topics of the length of pay ranges, number of periods in the range and the Long Service Increment will be subject to Divisional bargaining.

ARTICLE 47

Term and Continuation of Agreement

- 47.01 The term of this Agreement shall be to March 31, 1976, and it shall continue in effect until a replacement Agreement is established under the Public Service Act.

SUPPLEMENT 1

0002 - Junior Clerk	9454 - Laundry Supervisor III
0003 - Clerk I-II	9463 - Garment Worker I
0005 - Clerk III	9465 - Garment Worker II
0006 - Clerk IV	9475 - Hair Groomer
0021 - Clerk Typist I-II	9481 - Shoemaker
0023 - Clerk Typist III	
0031 - Clerk Stenographer I-II	
0033 - Clerk Stenographer III	
0051 - Switchboard Operator	
0103 - Administrative Officer I	
0501 - Stores Clerk	
0503 - Stockkeeper I	
0504 - Stockkeeper II	
2700 - Automotive Mechanic I	
2800 - Automotive Mechanic II	
3103 - Gardener I	
3104 - Gardener II	
3105 - Gardener III	
3106 - Gardener IV	
8241 - Assistant Prison Factory Supervisor	
8243 - Prison Factory Supervisor	
9341 - Recreational Therapy Assistant	
9343 - Recreational Therapist	
9423 - Cook I	
9425 - Cook II	
9427 - Cook III	
9429 - Cook IV	
9431 - Meat Cutter	
9433 - Baker I	
9452 - Laundry Supervisor I	
9453 - Laundry Supervisor II	

LETTER OF INTENT

The Government of Alberta will adopt as soon as possible and maintain thereafter an acceptable Long Term Disability Insurance (L.T.D.I.) Plan to insure all eligible Employees covered by the Collective Agreement in force between the Government of Alberta and the Civil Service Association of Alberta.

A Committee, which includes Representative(s) of the Association, shall be responsible for the formulation of such a Long Term Disability Insurance Plan.

In order that a Long Term Disability Insurance Plan may be installed by the Employer, the Parties agree that the following conditions shall apply:

1. An Employee covered by the Long Term Disability Insurance Plan will not make any payment towards L.T.D.I. premiums, except for the Employee portion of rebate in 4. below.
2. It is recognized that the Articles governing Casual Illness (Section 22.05 only) and General Illness of the Collective Agreement in force are directly related to the provisions of a L.T.D.I. Plan. Therefore these Articles will be subject to change with reference to the proposed L.T.D.I. Plan, and satisfactory agreement being reached by the parties before a L.T.D.I. Plan will be installed. If satisfactory agreement is not reached by the Parties, access to the arbitration procedure under the Public Service Act shall be available.
3. Any provisions under the jurisdiction of the Government of Alberta as an Employer and which as a result of the installation of a Long Term Disability Insurance Plan could result in duplication of any disability benefits for those Employees mentioned above, may be subject to amendment.
4. Should the provisions governing illness leave and an L.T.D.I. Plan qualify for a reduction in premium or a premium rebate allowance on Unemployment Insurance by the Unemployment Insurance Commission, then the Employer shall receive that full premium reduction or rebate to offset the cost of an L.T.D.I. Plan.

1 D. H. -
WITNESS

[Signature]
WITNESS

Merv Leitch
MINISTER FOR PERSONNEL

[Signature]
PRESIDENT, CIVIL SERVICE
ASSOCIATION OF ALBERTA

Dated this 13th day of May, 1975.

In witness whereof the Minister for Personnel has hereunto set his hand for and on behalf of Her Majesty in the Right of the Province of Alberta, and the President of the Civil Service Association of Alberta has hereunto set his hand for and on behalf of the Civil Service Association of Alberta.



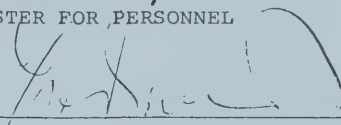
WITNESS



WITNESS



MINISTER FOR PERSONNEL



PRESIDENT, CIVIL SERVICE
ASSOCIATION OF ALBERTA

Dated this 13th day of May, 1975.

MEMORANDUM OF UNDERSTANDING

The Parties agree that services necessary for the operation of programs variously known as "Evening Class Program", "Continuing Education Programs" or "Further Education Programs" will be purchased by the Employer on a fee-for-service basis in accordance with Section 47 of the Public Service Act. Participation by an Employee in the above programs, on a fee-for-service basis, shall be voluntary.

The aforementioned fee-for-service basis is not intended for the purpose of inserting an instructor or teacher in a position, the duties of which come within the jurisdiction of the bargaining unit.

Dated this 13th day of May, 1975.

[Signature]
WITNESS

[Signature]
WITNESS

[Signature: Mary Leitch]
MINISTER OF PERSONNEL

[Signature]
PRESIDENT, CIVIL SERVICE
ASSOCIATION OF ALBERTA

INSURANCE INFORMATION

Group Life Insurance Plan

The Group Life Insurance Plan provides insurance coverage for all eligible salaried full-time permanent employees, and in addition, part-time employees and some other employees as specified under Article 4 - Application, of the Master Agreement shall be insured effective July 1st, 1975. New employees shall be insured effective the first day of the month following the month in which employment commences.

In the event of an employee's death while insured, the amount of insurance for which that employee is entitled at the time of death is payable to his designated beneficiary according to the amount specified in the Schedule of Life Insurance and Premiums set out below on the following page 39.

OTHER IMPORTANT PROVISIONS OF THE GROUP LIFE PLAN

1. Continuation of Insurance Coverage While Absent From Work

If an employee is absent from work by reason of authorized leave without pay, insurance coverage may be continued for a period of up to, but not exceeding six months from the commencement of such absence, provided the premiums on behalf of that employee continue to be paid to the insurance company.

The employee who wishes continued coverage, for this six month period must pay the entire monthly premium for that portion of the absence and should make arrangements to do so through his Departmental Personnel Office.

If an employee is absent from work by reason of:

- (a) approved sabbatical leave, or
- (b) serving on an assignment with the United Nations or a foreign or domestic government,

his insurance coverage will continue in force while on such leave for a period of time not to exceed one year from the commencement of such absence. Any employee who wishes continued insurance coverage during such an absence, should make arrangements through his Departmental Personnel Office to ensure that continued premium payments will be made on his behalf to the insurance company.

2. Disability Benefit

Should an insured employee become, totally disabled prior to reaching the age of sixty years and such disability continues until the date of death, the employee's life insurance will remain in force, without further premium payment, by him or the Employer throughout the entire period of disablement.

3. Termination of Insurance

Insurance coverage ceases on the last day of the month in which:

- (a) the employee leaves his job with the government, or
- (b) the group policy expires, or,
- (c) the employee stops paying premiums, or,
- (d) the employee reaches age 65.

4. Conversion Privilege

Should an employee's insurance terminate because he has terminated his employment, including retirement, he may apply to Great-West Life Assurance Company for an individual life insurance policy, for an amount equal to or less than the amount of insurance covered under the Group Plan. Regular individual premiums will apply and will be based on the employee's attained age. This insurance is available without evidence of insurability if application is made within 31 days of termination. During this 31 day period, the employee's life insurance remains in force free of charge.

SCHEDULE OF LIFE INSURANCE AND PREMIUMS

A. Basic Amount of Life Insurance, \$4,000.00

Employees who were participants prior to June 1st, 1973 and who had the basic coverage or who, on or before August 31, 1973 elected to be insured for a basic amount of \$4,000 of Life Insurance. The Employer will pay the entire monthly premiums for all employees insured for the basic amount of life insurance.

B. All Other Employees Who are Participants

An amount of insurance rounded to the next higher integral multiple of \$1,000 equal to 2½ times the employee's basic annual salary, but in no event shall such amount exceed \$40,000.00. The Schedule setting out the amount of insurance and the monthly premium contributions according to the amount of an employee's basic annual earnings is as follows:

Basic Annual Earnings	Amount of Insurance	Monthly Premiums		
		Total	Prov. Gov't Contribution	Employee Contribution
\$4,001 to \$4,400	\$11,000	\$3.96	\$2.42	\$1.54
4,401 to 4,800	12,000	4.32	2.64	1.68
4,801 to 5,200	13,000	4.68	2.86	1.82
5,201 to 5,600	14,000	5.04	3.08	1.96
5,601 to 6,000	15,000	5.40	3.30	2.10
6,001 to 6,400	16,000	5.76	3.52	2.24
6,401 to 6,800	17,000	6.12	3.74	2.38
6,801 to 7,200	18,000	6.48	3.96	2.52
7,201 to 7,600	19,000	6.84	4.18	2.66
7,601 to 8,000	20,000	7.20	4.40	2.80
8,001 to 8,400	21,000	7.56	4.62	2.94
8,401 to 8,800	22,000	7.92	4.84	3.08
8,801 to 9,200	23,000	8.28	5.06	3.22
9,201 to 9,600	24,000	8.64	5.28	3.36
9,601 to 10,000	25,000	9.00	5.50	3.50
10,001 to 10,400	26,000	9.36	5.72	3.64
10,401 to 10,800	27,000	9.72	5.94	3.78
10,801 to 11,200	28,000	10.08	6.16	3.92
11,201 to 11,600	29,000	10.44	6.38	4.06
11,601 to 12,000	30,000	10.80	6.60	4.20
12,001 to 12,400	31,000	11.16	6.82	4.34
12,401 to 12,800	32,000	11.52	7.04	4.48
12,801 to 13,200	33,000	11.88	7.26	4.62
13,201 to 13,600	34,000	12.24	7.48	4.76
13,601 to 14,000	35,000	12.60	7.70	4.90
14,001 to 14,400	36,000	12.96	7.92	5.04
14,401 to 14,800	37,000	13.32	8.14	5.18
14,801 to 15,200	38,000	13.68	8.36	5.32
15,201 to 15,600	39,000	14.04	8.58	5.46
15,601 and over	40,000	14.40	8.80	5.60

NOTE: The foregoing information on "Group Life Insurance Plan" is a summary of only the principle features of the Plan in all cases the provisions of Group Policy No. 20570 underwritten by Great-West Life Assurance Company shall prevail.

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

The Government of the Province of Alberta carries a policy of insurance that insures all its employees in the event of death or dismemberment resulting from injury occurring while travelling on authorized government business. The insurance benefits payable are as follows:

A. Accidental Death:

Four (4) times basic annual earnings up to a maximum of \$100,000.00 based on earnings being paid at time of death.

B. Dismemberment

If injury shall, within 365 days of the date of the accident causing such injury, result in any of the losses specified below, benefits shall be paid to the employee as follows:

Loss of Both Hands.....	The Principal Sum
Loss of Both Feet.....	The Principal Sum
Loss of Entire Sight of Both Eyes	The Principal Sum
Loss of One Hand and One Foot.....	The Principal Sum
Loss of One Hand and Entire Sight of One Eye.....	The Principal Sum
Loss of One Foot and Entire Sight of One Eye.....	The Principal Sum
Loss of Speech and Hearing.....	The Principal Sum
Loss of One Arm.....	Three-Quarters of The Principal Sum
Loss of One Leg.....	Three-Quarters of The Principal Sum
Loss of One Hand.....	Two-Thirds of The Principal Sum
Loss of One Foot.....	Two-Thirds of The Principal Sum
Loss of Entire Sight of One Eye.....	Two-Thirds of The Principal Sum
Loss of Thumb and Index Finger of Either Hand.....	One-Third of The Principal Sum

"Principal Sum" means the same amount that would be paid under A above.

"Loss" as used with reference to:

- (a) hand or foot means complete severance through or above the wrist or ankle joint, but below the elbow or knee joint;
- (b) thumb or index finger means complete severance through or above the first phalange;
- (c) eye means the irrecoverable loss of the entire sight of the eye.

Indemnity will not be paid for more than one of the losses, the greatest, sustained by any one insured person as the result of any one accident.

NOTE: The above information on Accidental Death and Dismemberment Benefits is a summary of the main features of an insurance policy of which the Government of the Province of Alberta is the Policy-holder. The provisions of that policy of insurance shall prevail.

N.L.C. - B.N.C.



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